

## **Director of Housing – Job Description**

The Director of Housing is responsible for leading the His Kingdom Housing division of Urban Alliance Inc. The Director of Housing reports to the Executive Director, and is responsible for growing, supervising and implementing the organization's housing ministry.

**In program development and administration,** the Director of Housing will:

1. Identify and pursue potential properties for purchase to rehab for lease-to-own or rental income for His Kingdom Housing (HKH).
2. Identify evaluate and oversee housing candidate selection process.
3. Provide necessary support services for candidates who have been selected for the His Kingdom Housing home ownership program.
4. Serve as property manager for all of HKH properties.
5. Assist with acquisition and purchase of identified properties (i.e. filing deeds, investigating liens, evaluating prior use and rectification issues).
6. Assess rental/rehab property purchases for necessary improvements/code compliance. Create a assessment reports and rehab plans.
7. Develop cost analysis estimates for renovations and procure necessary bids from licensed trades.
8. Develop and maintain network of subcontractors in licensed trades for maintenance and project work.
9. Maintain alliance/connections with entities that govern permits, regulations and code compliance. Ensure HKH is current on code changes and regulations.
10. Determine areas where volunteer labor can be utilized and coordinate necessary arrangements.
11. Supervise volunteer teams assigned to job sites.
12. Supervise and train individuals that are identified as participants in Employment Opportunities Program (EOP) in trade skills on work sites.
13. Actively incorporate spiritually transformative mentoring relationships with EOP participants. Identify and connect additional spiritual mentors with EOP participants.
14. Evaluate and develop a list of tools and equipment needed for rehab construction and procure approved items.
15. Recruit receptive volunteers in Trades to help mentor EOP participants while in the program and as potential hires following graduation.

**In relations with staff,** the Director of Housing will:

1. Work cooperatively to advance the mission of the organization.
2. Coordinate with EOP staff to integrate appropriate EOP opportunities into HKH.
3. Coordinate with administrative support staff to ensure accurate documentation of all contracts, and paperwork.
4. Coordinate and assist the Director of Development in identifying, preparing and submitting funding requests for the Housing Division.

**In budget and finance**, the Director of Housing will:

1. Ensure the accurate record keeping for all HKH income and expenses.
2. Assist with individual and organizational fundraising.
3. Assist in the development and submission of program, project, and divisional budgets.
4. Operate HKH in a fiscally responsible manner that represents good stewardship of organizational resources.

**In relation to the overall good of the organization**, the Director of Housing will:

1. Perform other duties as requested by the Executive Director.

### **Employment Information**

- We are seeking a high capacity leader, with housing, development and construction experience to lead this division of our organization.
- The successful candidate for this position will begin part time and will grow into full time with benefits as funds become available.
- The successful candidate for this position will be expected to participate in fundraising/grant writing for the His Kingdom Housing program and his/her position.
- His Kingdom Housing LLC is a wholly owned subsidiary of Urban Alliance.
- Urban Alliance is a 501c3 non-profit organization founded in 2006.
- Urban Alliance exists to create, and promote transformation and community development programs within inner cities. In addition we seek to be a conduit for individuals, agencies, churches and corporations to contribute to the betterment of their community.

Interested and qualified candidates should send their letter of interest and resume to [info@hiskingdomhousing.org](mailto:info@hiskingdomhousing.org) by Friday, August 31, 2012.